

City of Memphis Public Works

FY 2016 O&M Budget Request

Dwan Gilliom

Fund: General



Division of Public Works

Mission Statement:

Using sound engineering and management principles, the Division of Public Works preserves and enhances the quality of life for the citizens of Memphis, while protecting the environment through the maintenance and rehabilitation of the City's infrastructure, the control of storm-water runoff and pollution, the collection and disposal of solid waste materials, the collection and treatment of wastewater, and the prevention and elimination of blight.

Mayor's Strategic Priorities Addressed by Public Works:

- Create safe and vibrant neighborhoods
- Advance a culture of excellence in government



Overview of New Service Delivery Initiatives in the FY2016 Budget General Fund

Staffing Changes

- Public Works Administration is requesting an ISL of (1) personnel. A Title VI & Contract Coordinator to assist with coordinating the various contracts and Public Works Title VI program functions performed by the division and for which there is currently insufficient staffing. Title VI program compliance requirements are specifically needed in order to perform public outreach functions as mandated for all state and federal funded projects. These functions had been previously provided by the Title VI Coordinator position which was eliminated 2 years ago due to budget reductions, as this position was 100% General Funded at that time. 75% of the associated implementation cost for the ISL will be recouped through expense recoveries from other funds.

Programs Changes and Cost Implementation Reflected in 2016 Plan

- Public Works is implementing a ROW Maintenance Program which will provide a higher level of service to the public ROW's. Implementation costs associated with the program will be derived using savings from personnel, equipment, and state contract revenues, where applicable. Overall the program will provide for biweekly mowing cycles and litter collection.



Public Works-General Fund

Public Works General Fund Bridge Analysis - Expense				
FY2015 Adopted Budget (Total Division Gross Expenditure Budget)				\$18,154,435
Increases			<u>Explanations</u>	
Personnel	Salaries	\$79,650	FY16 ISL, new position for PW Admin; Title VI & Contract Coordinator. Position will be funded using 25% of Gen Fund, 75% Enterprise and Special Revenue Funds. Overall cost for position offset by decreases in Gen Fund personnel cost.	
	Pension ARC	\$89,906	Administrative initiative to fund ARC at required levels	
	Other Personnel Services under \$50,000	\$60,270	Out of Rank Pay, Job Incentive, Medicare, Long Term Disability	
Material & Supplies	Demolitions	\$2,999,750	Funding source change from CIP to Operating	
	Professional Services	\$2,003,520	ROW Contracts, Anti-Blight, Asset and Workflow Management Software, Graffiti Mitigation	
	Material and Supplies	\$198,139	Street Maintenance increased operations, state highway maint.	
	City Shop Charges	\$121,515	COM General Services charges	
	Other Material & Supplies under \$30,000	86,690	Safety Equipment, Outside Postage, Outside Vehicle Repair, Outside Equipment Repair/Maintenance, Insurance, Lawsuits	
Total Increases		<u>\$5,639,440</u>		

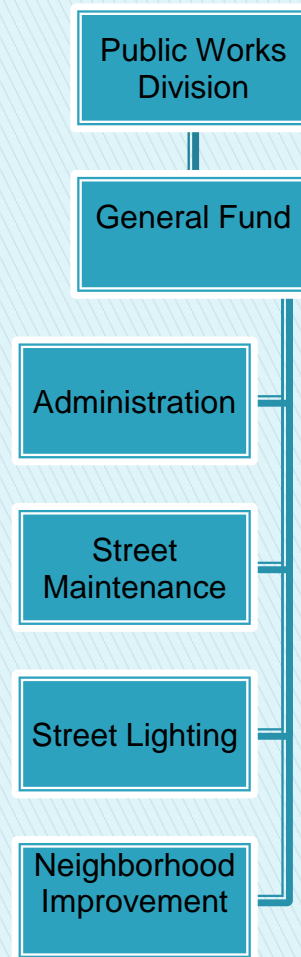


Public Works-General Fund

Public Works General Fund Bridge Analysis - Expense...continued					
Decreases		Explanations			
Personnel	Personnel Services Combined	\$661,872	Repurposed funds to Material and Supplies to offset increase in operation plus decrease in Pension, Supplement Pension, Group Life Insurance, Unemployment, Health Insurance Basic & Premier		
Material & Supplies	Weed Control/Chemical Service	300,000	Decrease to offset increase in other M&S lines		
	City Shop Fuel	\$169,158	Decrease reflects economic trend		
	Other Material & Supplies under \$36,500	\$117,840	City Storeroom Supplies, Computer Svc Equipment, Telephone/Communications; Supplies-Outside; Household Supplies; Lumber & Wood Products; Paints Oils & Glass; Pipe Fittings & Castings; Lime Cement & Gravel; Facilities Structure Repair-Outside; Travel Expense; Mileage; Utilities		
	Data / Word Process Software	114,340	FY2016 Citywide Budget Line Item decrease		
	Rent	83,800	Rent reduction, Neighborhood Improvement Code Enforcement. Neighborhood Improvement consolidating all operations to Riverdale Facility.		
Total Decreases		<u>\$1,447,010</u>			
Net Increase/(Decrease)		<u>\$4,192,430</u>			
FY2016 Budget Proposal (Expenditure Budget)					\$22,346,865



Organization Chart General Fund



Description of Legal Levels General Fund



Legal Level–Neighborhood Improvement

Description:

- Neighborhood Improvement's mission is to make noticeable and sustainable improvement in every City of Memphis Neighborhood through, education engagement and enforcement of the City's property code of ordinances

Strategic Goals:

- Resolve 90% of citizens concerns/complaints related to ground service violations within 18 business days of service requests
- Respond with the appropriate enforcement action for 80% of citizens concerns/complaints related to code violations within the timeframe established for each major code violation category
- Hold a condemnation hearing for 90% of all legitimately dilapidated structures entered into the 311 Oracle system within 120 days of complaint
- Establish an Adopt-A-Street program that seek to identify volunteers who agree to help keep their block litter free and report weekly on any of the top 10 code violations on the designated blocks



Legal Level–Street Maintenance

Description:

- Protect public health and welfare, as well as the environment through a systematic approach to sustaining Public infrastructure through proactive strategies that include routine inspections, scheduling minor street repair work and planning 5 year resurfacing management program

Strategic Goals:

- Increase the number of lane miles repaved through our In-house Resurfacing Program by 5%
- Respond to and complete 90% of street repairs within 30 days
- Respond to and complete 90% of 311 pothole notices within 5 business days
- Respond to and complete 90% of 311 ROW requests within 15 business days



General Fund

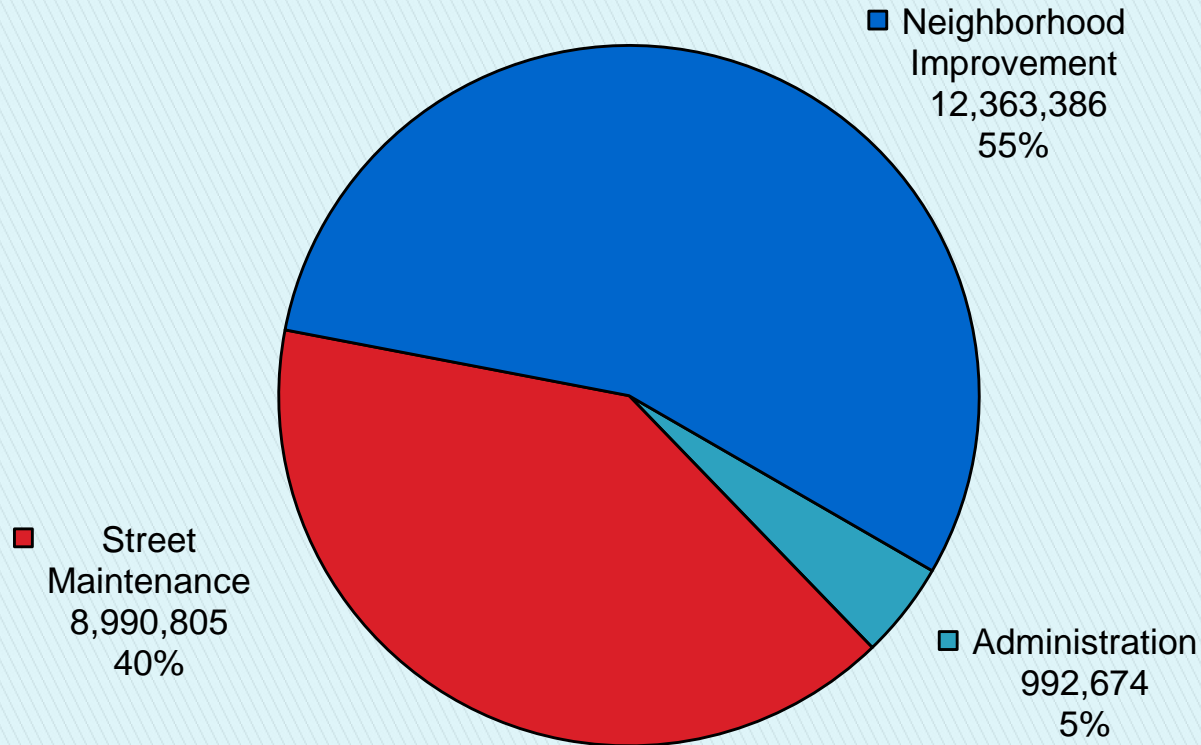
FY 2015 Revenue Budget

Sources of Program Revenue

State Highway Maintenance Revenue	\$735,362
Interstate Revenue	\$800,000
Special Assessment Tax	\$398,000
Other - Miscellaneous	\$18,600
Total	\$1,951,962



FY15 EXPENDITURE BUDGET by LEGAL LEVEL GENERAL FUND



Public Works FY2015 Expenditures = \$22,346,865



Public Works ~ FY2016 Budget Request

City of Memphis

5-Year Expense Trend Report – General Fund

Legal Levels in Supplemental Book

City of Memphis	Five-Year Expense Trend Report				As of Mar YTD FY15		
	S170000 Division - Public Works, 0111 General Fund						
	FY12	FY13	FY14	FY15	FY15	FY15	FY16
	YearTotal	YearTotal	YearTotal	MarYTD	Total Year	YearTotal	YearTotal
	Actual	Actual	Actual	Actual	Forecast	Budget	Request
	Final	Final	Final			FY15 Adopted	Stage 2
500 Personnel Services							
051101 Full-Time Salaries	3,787,363	5,962,098	5,623,012	4,259,037	7,199,989	8,276,306	8,660,668
051102 Holiday Salary Full Time	223,589	354,316	339,582	270,788	191,493	0	0
051103 Vacation Leave	357,613	470,416	458,195	407,808	281,147	0	0
051104 Bonus Leave	33,427	47,214	48,920	45,406	23,550	0	0
051105 Sick Leave	335,939	440,029	428,232	294,563	214,488	0	0
051108 Court Ordered Promotion - Salary	-11	0	0	0	0	0	0
051202 Overtime	47,537	70,505	185,770	206,233	98,373	82,000	82,000
051206 Out of Rank Pay	14,355	46,378	69,645	55,225	44,164	44,400	45,900
051208 Hazardous Duty Pay	0	753	886	524	933	740	740
051212 Longevity Pay	3,443	4,089	4,109	3,928	75	0	0
051214 Shift Differential	2,872	3,987	2,833	2,104	4,847	6,447	6,447
051218 Retirement Benefits	22,081	193,199	180,574	69,562	106,077	171,845	171,845
051219 Job Incentive	0	774	60	0	0	0	50,000
051220 Required Special License Pay	3,200	19,444	5,036	2,200	3,950	32,950	32,950
051302 Pension	147,623	271,645	261,379	214,425	242,219	313,888	311,674
051303 Supplemental Pension	46,975	51,994	51,167	35,359	58,973	63,803	47,464
051304 Social Security	123,669	189,343	180,596	140,311	177,409	175,160	175,160
051307 051307 Pension ARC Funding	0	0	0	258,851	817,145	817,145	907,051
051308 Group Life Insurance	14,257	21,621	19,420	14,206	21,391	27,622	23,682
051310 Unemployment	21,460	35,000	27,115	24,150	24,150	24,150	20,130
051314 Medicare	62,891	110,270	106,658	84,837	98,208	115,002	121,160
051315 Long Term Disability_051315	13,269	20,572	19,500	14,263	17,211	19,808	22,420
051320 Health Insurance - Basic	40,519	69,953	58,143	46,497	59,555	67,967	61,451
051322 Health Insurance - Premier	703,089	1,008,087	924,678	761,132	1,394,594	1,130,814	1,113,602
051323 Other Post Employment Benefits	0	149,796	74,288	0	0	0	155,480
051402 Salaries - Part Time/Temporary	35,526	893,556	728,142	778,220	780,386	1,330,589	671,796



Public Works ~ FY2016 Budget Request

City of Memphis 5-Year Expense Trend Report – General Fund

Continued

City of Memphis	Five-Year Expense Trend Report					As of Mar YTD FY15	
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500 Personnel Services...continued							
051501 On the Job Injury	648,357	425,293	125,329	69,040	32,628	37,000	37,000
051601 Payroll Reserve_051601	-236,784	52,943	32,051	0	0	0	0
051901 Attrition	0	0	0	0	-63,530	40,377	-118,689
051902 Bonus Pay	82,700	0	0	0	0	0	0
056199 Expense Recovery - Personnel	-2,102,482	-2,035,505	-2,059,771	-1,581,921	-2,347,456	-2,372,456	-2,470,942
051326 Benefits Adjustments	0	0	0	0	0	0	-155,479
Total 500 Personnel Services	4,432,478	8,877,768	7,895,547	6,476,748	9,481,969	10,405,556	9,973,510
505 Materials & Supplies							
052102 City Hall Printing	0	347	170	0	0	0	0
052106 City Hall Postage	0	3,841	0	0	0	0	0
052112 City Storeroom Supplies	40,444	6,642	671	512	10,300	10,500	7,700
052114 Facility Repair & Carpentry	0	0	4,381	0	5,000	5,000	5,000
052116 City Shop Charges	63,790	566,801	683,064	672,501	837,888	866,589	988,104
052124 City Shop Fuel	317,112	530,951	598,456	371,000	725,655	768,721	599,563
052204 City Computer Svc Equipment	1,641	3,171	13,747	56,018	101,073	33,107	27,272
052208 Data/Word Process Software	153,084	172,842	172,842	38,744	153,483	178,084	63,744
052210 City Telephone/Communications	9,013	92,642	78,358	103,897	165,652	57,574	55,360
052302 Printing - Outside	282	3,436	886	678	678	8,364	8,364
052304 Supplies - Outside	11,236	29,569	30,436	26,011	33,886	65,428	49,148
052308 Hand Tools	0	697	1,619	0	0	400	400
052310 Clothing	12,289	31,885	31,454	22,887	34,471	34,081	34,081
052312 Household Supplies	25	2,053	4,339	1,613	24,516	24,835	21,967
052316 Safety Equipment	39,027	44,717	30,860	43,632	39,894	39,894	42,500
052318 Drafting/Photo Supplies	0	0	0	0	0	872	872
052322 Athletic/Recreational Supplies	0	0	772,362	0	0	0	0



Public Works ~ FY2016 Budget Request

City of Memphis

5-Year Expense Trend Report – General Fund

Continued

City of Memphis	Five-Year Expense Trend Report				As of Mar YTD FY15		
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505 Materials & Supplies...continued							
052324 Outside Postage	0	65	80,903	57,344	70,668	31,060	48,060
052326 Asphalt Products	4,885,603	4,442,386	3,886,899	2,227,082	5,056,250	5,056,250	5,056,250
052328 Lumber & Wood Products	451	7,973	0	239	11,000	11,000	5,000
052330 Paints Oils & Glass	0	572	0	0	6,120	6,120	1,000
052336 Pipe Fittings & Castings	75,928	9,456	43,628	6,404	54,838	52,934	50,000
052338 Lime Cement & Gravel	51,539	0	0	50,926	91,232	91,233	55,000
052340 Chemicals	0	0	0	212	6,426	6,426	6,426
052342 Materials and Supplies	111,934	122,798	218,731	91,594	131,809	155,573	353,712
052343 Miscellaneous Expense_052343	0	0	0	-843	0	0	0
052404 Repair/Oper Air Raid System	212	0	0	0	0	0	0
052408 Outside Vehicle Repair	58,528	49,446	86,939	93,656	52,531	52,531	80,000
052410 Outside Equipment Repair/Maintenance	108,677	201,652	123,965	170,808	170,723	109,970	125,000
052412 Facilities Structure Repair - Outside	19,235	13,991	31,707	7,423	31,500	31,500	25,000
052512 Advertising/Publication	0	0	0	1,510	1,510	0	0
052514 Outside Phone/Communications	0	0	0	0	0	50	50
052518 Janitorial Services	0	0	0	0	0	1,050	1,050
052520 Security	0	-754	1,388	466	102	1,500	1,500
052522 Asset Amortization Payment	6,207,200	6,891,105	3,080,901	467	0	0	0
052524 Weed Control/Chemical Service	0	1,181,834	247,300	67,255	150,387	316,000	16,000
052526 Seminars/Training/Education	1,042	6,475	7,401	3,789	9,200	8,900	8,900
052528 Misc Professional Services	117,280	3,049,115	4,074,754	1,590,271	4,386,103	4,001,848	6,005,368
052610 Travel Expense	965	654	6,600	1,598	7,839	12,379	11,473
052611 Unreported Travel	0	0	461	-281	0	310	310
052720 Outside Fuel	9,441	8,246	10,395	2,445	11,456	11,606	11,606
052730 Mileage	1,020	1,366	1,193	162	7,114	7,114	1,964
052810 Utilities	5,696,971	5,161,799	2,332,061	181,355	459,695	475,533	450,533



Public Works ~ FY2016 Budget Request

City of Memphis

5-Year Expense Trend Report – General Fund

Continued

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505 Materials & Supplies...continued							
052525 Total Quality Management	0	0	0	0	0	300	300
052901 Hazardous Materials Clean-up	0	0	0	175	0	0	0
052911 Demolitions	0	0	361,310	2,179,751	4,000,000	250	3,000,000
052920 Insurance	10,609	4,928	8,543	42,064	43,223	43,223	57,808
052921 Claims_052921	2,441	57,667	50,687	103,889	191,714	210,122	210,122
052923 Lawsuits	0	119,875	162,239	32,799	238,826	254,748	264,748
052930 Dues/Memberships/Periodicals	918	942	1,892	534	1,034	1,000	1,000
052932 Rent	0	55,191	61,895	49,596	77,338	141,000	57,200
052950 Misc Services and Charges	205	415	0	88	0	0	0
052990 Minor Equipment	0	43,181	62,457	14,742	41,778	50,150	50,150
056299 Expense Recovery - M & S	-12,295,785	-4,738,041	-5,442,640	-5,321,081	-5,581,250	-5,606,250	-5,606,250
Total 505 Materials & Supplies	5,712,354	18,181,929	11,925,253	2,993,934	11,861,663	7,628,879	12,253,356
053102 Furniture/Furnishings	0	0	0	0	120,000	120,000	120,000
053108 Equipment	0	162,276	107,334	-99,531	7,803	0	0
FSC510 510 Capital Outlay	0	162,276	107,334	-99,531	127,803	120,000	120,000
061078 Death Benefits	0	0	5,000	6,667	1,667	0	0
FSC515 515 Grants and Subsidies	0	0	5,000	6,667	1,667	0	0
056499 Expense Recovery - State Street Aid	0	-8,128,074	0	0	0	0	0
FSC525 525 Expense Recovery	0	-8,128,074	0	0	0	0	0
Total expenditures	10,144,832	19,093,900	19,933,134	9,377,818	21,473,102	18,154,435	22,346,865



City of Memphis 5-Year Expense Trend Report – General Fund

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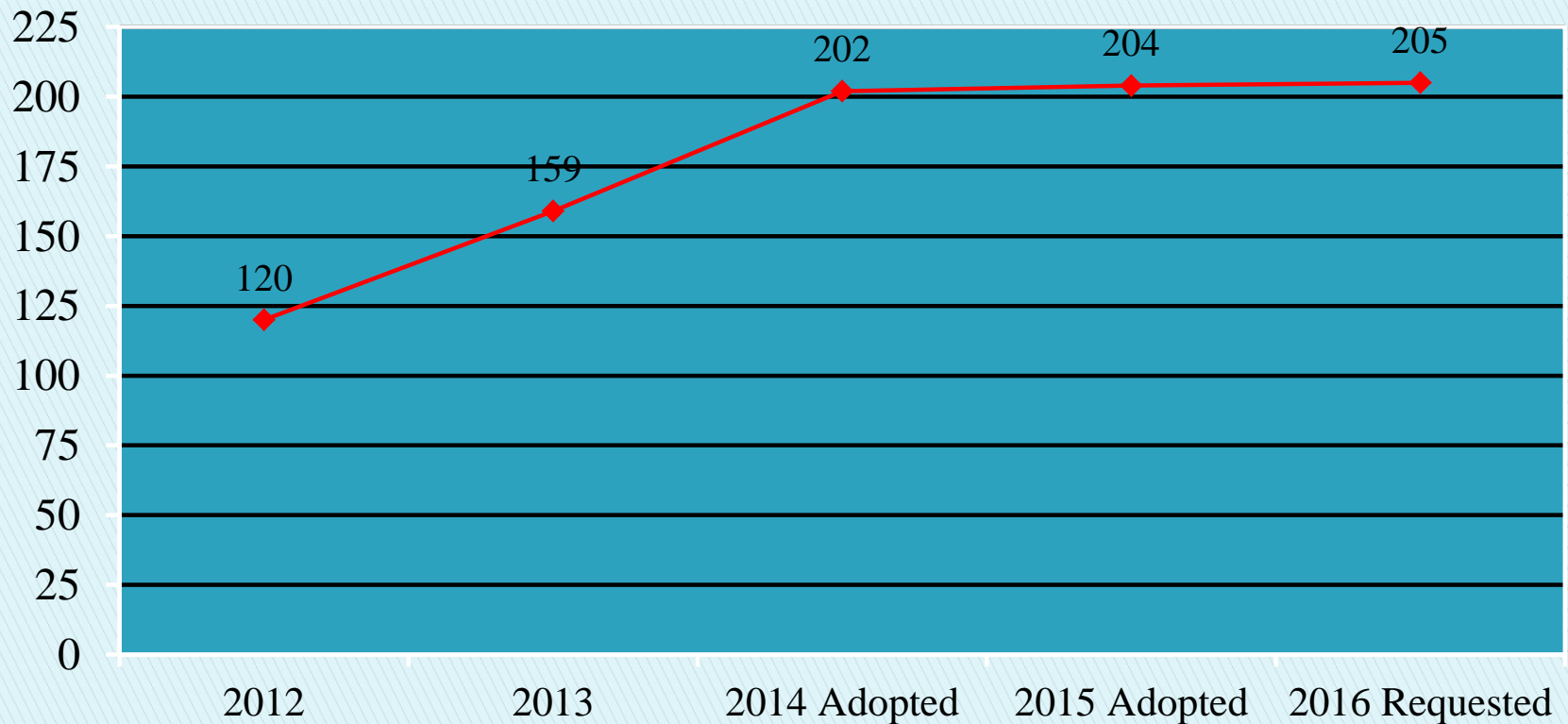
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Revenue:							
FSS045 045 Property Taxes	0	430,837	297,371	268,161	389,668	398,000	398,000
FSC430 430 Local Taxes	0	430,837	297,371	268,161	389,668	398,000	398,000
FSS156 156 Other - Misc	0	0	0	51,800	24,800	0	18,600
FSC445 445 Fines and and Forfeitures	0	0	0	51,800	24,800	0	18,600
047010 St TN Highway Maint Grant	449,854	694,302	544,847	354,461	691,859	691,859	735,362
047011 St TN Interstate	0	921,310	794,302	481,192	800,000	800,000	800,000
FSC465 465 State Grants	449,854	1,615,611	1,339,150	835,653	1,491,859	1,491,859	1,535,362
FSS220 220 Other - Misc	2,014	0	0	373,826	0	0	0
FSC475 475 Other Revenues	2,014	0	0	373,826	0	0	0
Total Revenues	451,868	2,046,448	1,636,521	1,529,440	1,906,327	1,889,859	1,951,962
Net Operations	-9,692,964	-17,047,452	-18,296,613	-7,848,377	-19,566,775	-16,264,576	-20,394,903



Personnel Information

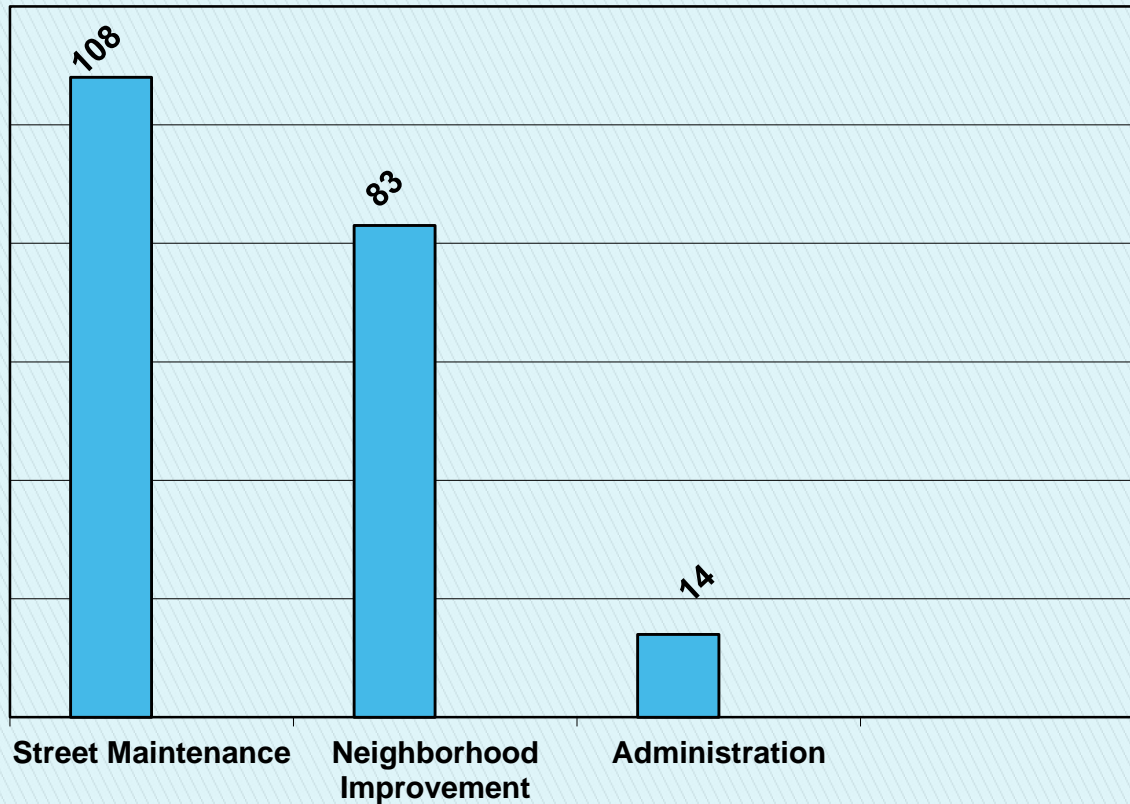


Authorized Complement History General Fund



FY2015 Staffing by Legal Level

General Fund Authorized Complement



Public Works General Fund Totals

Authorized Complement 205



Public Works ~ FY2016 Budget Request

Material & Supply Expenditures (M&S) General Fund



FY 2015 General Fund

Major M&S Expenditures

Expenditure Category	Line Item Description	Budget Amount	% of Total Expenditures
Materials and Supplies			
	Professional Services	\$6,005,368	28%
	Asphalt Products	\$5,056,250	34%
	Demolitions	\$3,000,000	17%
	City Shop Charges	\$988,104	6%
	Fuel	\$599,563	3%
	Utilities	\$450,533	3%
	Material and Supplies	\$353,712	2%
	Lawsuits	\$264,748	1%
	Claims	\$210,122	1%
	Outside Equipment Repair/Maintenance	\$125,000	1%
	Other(34 line items totaling \$80,000 or less)	\$806,206	5%
	Total Major M & S Expenditures	\$17,859,606	100%
	Expense Recoveries	-\$5,606,250	-31%
	Total Expenditures - Recoveries	\$12,253,356	



Selected M&S Account Detail General Fund

Account	Applicable	Non-Applicable
Leases	X	
Professional Services	X	



Account Analysis – General Fund

Leases

1. Code Enforcement occupies office space at 2471 Park Avenue. The month to month agreement is with Orange Mound Community Development Corporation; yearly total approximately \$11,655
 2. Administration leases office space at 2714 Union Extended. The agreement is with CP Union, LLC; yearly total approximately \$55,681
- *Neighborhood Improvement is currently working to relocate employees at these locations and other city owned facilities to a centralized location, Riverdale Facility.



Account Analysis-General Fund

Professional Services

Description	Budget Amount	% of Total Account
Grass Mitigation	\$3,040,929	49%
ROW Contracts	\$1,910,000	33%
Anti-Blight	\$400,000	7%
Asset and Workflow Management Software	\$300,000	5%
Guardrail Materials/Installation	\$100,000	2%
Street Lighting Maintenance	\$100,000	2%
Graffiti Mitigation	\$50,000	1%
Landfill Services	\$50,000	1%
Other Professional Services	\$54,439	1%
Total Professional Services	\$6,005,368	100%

